

Link to online training is found at <http://www.uplandcc.org/ministries/safeplace-training>

Upland Community Church Children's and Youth Ministry

**New Volunteer & Employee
INFORMATION Form**



All information must be completed legibly and returned with a copy of your photo I.D.

This information must be completed every five years by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is our desire to provide a safe and secure environment for those children who participate in our programs and use our facilities. This completed form enables thorough screening and record-keeping for the protection of both our children and our volunteers/employees.

FULL NAME: _____ (_____)
First Middle Maiden (if applicable) Last (Preferred name)

Please indicate: I DO regularly attend Upland Community Church
 I DO NOT regularly attend Upland Community Church.

Area(s) of ministry in which I am working or plan to volunteer:

- | | | | | |
|---|------------------------------------|-----------------------------------|---|--|
| <input type="checkbox"/> Sunday School | <input type="checkbox"/> BASICS | <input type="checkbox"/> X-factor | <input type="checkbox"/> Child care/MOPS | <input type="checkbox"/> LIFT |
| <input type="checkbox"/> Junior Church | <input type="checkbox"/> BASICS Jr | <input type="checkbox"/> 6:22 | <input type="checkbox"/> Child care/Bible study | <input type="checkbox"/> Mentoring program |
| <input type="checkbox"/> Nursery | | <input type="checkbox"/> Quizzing | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> After School program | | <input type="checkbox"/> FITS | | |

SECTION I: PERSONAL INFORMATION

Home (Permanent) Address	Campus (or other temporary) Address

Email:	Emergency Contact	
Phone:		Name:
Date of Birth:		Phone:

SECTION 2: WORK EXPERIENCE

Current Employment status: Full time Part time Retired Student Not employed

List any experience working with children or youth:

Organization	Program	Position	Dates

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SECTION 3: SPIRITUAL EXPERIENCE

What church(es) have you attended in the past five years?

Church name	City, State	Pastor's name	Dates attended

Give a brief testimony of your salvation experience:

SECTION 4: LEGAL & LIFESTYLE HISTORY

Upland Community Church conducts background checks on children's and youth ministry volunteers.
Have you EVER – at any time...

- Been arrested for any reason? NO YES (explain below)
- Been convicted of, or pleaded no contest to, any crime? NO YES (explain below)
- Engaged in or been accused of any type of child molestation, exploitation or abuse? NO YES (explain below)

Are you aware...

- Of having any traits or tendencies that may pose a threat to children, youth or others? NO YES (explain below)
- Of ANY reason why you should not work with children, youth or others at this time? NO YES (explain below)

Provide an explanation for any "yes" answers to the above questions.

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SECTION 5: DRIVER INFORMATION

Driver's License #	State Issued:
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Complete the following questions if you may AT ANY TIME drive as part of your service to the ministry, locally or otherwise, with children, youth or other staff in your vehicle or a vehicle rented by or owned by UCC or one of its members.

- Do you have any restrictions on your driver's license? NO YES (explain below)
- During the past five years have you been involved in any motor vehicle accident(s) while driving? NO YES (explain below)

Please explain any "yes" answers:

Do you carry at least liability insurance on your motor vehicle? NO YES

**** IF YOU DO NOT CARRY INSURANCE, DO NOT DRIVE FOR U.C.C. IN ANY CAPACITY AS A VOLUNTEER, INCLUDING TRANSPORTING CHILDREN OR YOUTH LOCALLY FOR U.C.C. ACTIVITIES OR EVENTS.**

SECTION 6: POLICY ACKNOWLEDGEMENT

I recognize that Upland Community Church is relying on the accuracy of the information contained herein. Therefore, I attest and affirm that all of the information that I have provided is absolutely true, complete and correct. I agree to abide by the policies of Upland Community Church and refrain from unscriptural conduct in the performance of my service on behalf of the church.

SIGNATURE _____ DATE _____

SECTION 7: REFERENCES

Every volunteer or employee must provide three character references, preferably people who have seen your work with children/youth. ALL REFERENCES WILL BE CONTACTED.

REFERENCE RELEASE:

I authorize any references, church or entity listed on this information form to give Upland Community Church and the church SafePlace Coordinator any information that they may have regarding my character and fitness for work with children and youth. I release all such references from liability for any damage that may result from furnishing such information to Upland Community Church. I waive any right that I may have to inspect the information these references provided on my behalf.

SIGNATURE _____ DATE _____

For each reference listed ALL OF THE FOLLOWING MUST BE TRUE:

- Must have known you personally (not just been acquainted with who you were)
- Known you at least 2 years (FR/SOPH student may not list any college staff unless they fit this criteria)
- **IS NOT A RELATIVE or spouse**
- Is not from the same family as another reference

Please list references in the space provided on the next page. 

